



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)

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NHAI/13013/69/03-04/CMD-CO/Format

9th November, 2004

CIRCULAR NO. NHAI/COMMERCIAL OPERAITON/49

Sub: Printing of receipts for collection of user fee.

It has been observed that there is no effective control /role of PIUs/CMUs of NHAI in the matter of printing of receipts for collection of user fee in most of the cases. This may result into possibility of use of forged receipts for which no account is rendered to NHAI. Following instructions are issued for immediate compliance for both manual and computerized receipts.

- i) The concerned Project Director will review the existing system and ensure selection of a reputed printing press, located in a nearby major town, based on competitive bidding for a period of not exceeding 3 years. Due care should be taken to select a press of repute and integrity.
- ii) It should be ensured that in the first place, receipts are received directly at PIU/CMU from the printing agency. Only reasonable quantity of the stock should be transferred to the Supervision Consultant and from the Consultant to the Fee Collecting Agency at such frequency as considered appropriate. The colour scheme of receipts and serial numbers having alpha numeric code should also be planned and kept secret by the PD.
- iii) Wherever Fee Collecting Agency has to bear the expenses of printing, they should be associated in the process of selection of the printing press and their written consent may be obtained before the award of the work. While the payment may be made in the first place by PIU/CMU, same may be recovered within 7 days from the Fee Collecting Agency wherever required.

- iv) Expenses for printing of receipts will continue to be borne by the concerned Fee Collecting Agency if the contract entered into so provides for. No change is proposed by these instructions in the financial obligation of various parties.

Please ensure strict compliance.

Yours faithfully,



(M.M. Lohia)
General Manager (CO)

To

All PIUs/CMUs

Copy submitted for favour of information to
All Members/CGMs/CVO
All GMs
PS to the Chairman
Librarian